System Training and Response Team (STaR)

SAIS Related Student Assessment Rules for FY 2006

1. Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year.

2. The most recent assessment for each student in a language program must demonstrate that the student is in need of language program assistance.

3. The date submitted for each sub-portion of the assessment must be the date the sub-portion of the assessment was administered.

4. The date submitted for each sub-portion of the assessment must be within the fiscal year identified in the header of the SAIS submission file.

5. Assessments may be administered on non-school days.

6. Assessment results may only be submitted by the Local Educational Agency that administers the assessment.

7. When adding an assessment record to SAIS, each of the following fields relating to a student's assessment result must be populated:
   - Oral Assessment Date
   - Oral Assessment Score (Scaled Score)
   - Oral Proficiency Level
   - Reading Assessment Date
   - Reading Assessment Score (Scaled Score)
   - Reading Proficiency Level
   - Writing Assessment Date
   - Writing Assessment Score (Scaled Score)
   - Writing Proficiency Level
   - Overall Assessment Result
   - Overall Total Composite Scaled Score
   - Overall Proficiency Level

8. When changing values for any sub-portion or any overall result of an assessment record that already exists in SAIS, all three elements pertaining to at least one sub-portion of the assessment must be submitted (i.e., Date, Score and Proficiency Level).

9. All assessment score elements (Oral, Reading, Writing and Overall Total Composite Scaled Score) must have a code value range of 100-999.

10. If "Continuing FEP" is used as the Overall Assessment Result Code, the submitted Overall Total Composite Scaled Score must be 999.

11. Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder.

12. If a properly formatted assessment transaction is submitted by a second district/charter holder within the same fiscal year as an assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that a record for an assessment administered within the same fiscal year already exists in SAIS.

13. Students who have not reached 5 years of age by January 1 are ineligible for placement in an ELL program, and therefore, should not take a language assessment.

14. Kindergarten students are not required to take the reading and writing sub-portions of the assessment. An Assessment Score of 998 and a Proficiency Level of Pre-Emergent {PE} must be submitted for the reading and writing sub-portions of the assessment for students who are Kindergarten age.

15. If any assessment score is reported as 998, the corresponding Proficiency Level must be Pre-emergent {PE}. (i.e., Student does not attempt any sub-portion of the assessment: submit Oral, Reading, Writing and Overall Composite Scaled Scores as 998; submit Oral, Reading, Writing and Overall Proficiency Level as Pre-emergent {PE}.)